



# Security Tablets AMSL Feedback

## Privacy Notice –Security Tablets AMSL Feedback Survey

### Introduction

Highland and Islands Airports Limited (HIAL) is wholly owned by the Scottish Ministers. The company operates and manages 11 Airports at Barra, Benbecula, Campbeltown, Dundee, Islay, Inverness, Kirkwall, Stornoway, Sumburgh, Tiree and Wick. Working with our partners and stakeholders, HIAL is committed to supporting the essential socio-economic role of aviation in Scotland by maintaining and developing our airports and the vital services and connections they provide for some of our country's more remote communities.

HIAL uses personal information for a range of purposes and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

This privacy notice deals with information that we process about individuals who are employed by AMSL who complete feedback within the survey relating to the use of Security Tablets. This document explains how your personal data is used.

Highlands and Islands Airports Limited (HIAL) is the controller for the uses of personal data outlined in this document and will hereafter be referred to as “we,” “us” or “the organisation.”

### Why are we collecting your information?

We are collecting information from you to help to assess the overall performance of the security tablet devices and identify where improvements to the process need to be made.

### What information is collected?

The survey will not collect specific personal data. The collected data which may infer an individual's identity, it will not be used to identify individuals.

The survey will collect

- Airport location
- How long you have worked as part of the security team for HIAL, less than three years or more than three years.

### How will my information be used?

#### *Lawful Basis*

Depending on the processing activity, our use of your personal data falls within different lawful grounds under the UK GDPR,

- For the purposes of a legitimate interest

To comply with the data minimisation principle, we ensure that we only collect and process information, which is adequate, relevant and necessary for the reasons for which it is processed.

In addition, responding to the survey is not mandatory individuals can choose to provide a response and feedback.

**Will my information be passed to anyone else?**

Your information will be processed by the relevant teams with HIAL who responsible for analysing the feedback from the survey and the outcome will be presented at the appropriate staff forum.

The Survey will be conducted using an external survey tool. Your personal information will not be transferred to any countries that are outside of the UK.

Any information submitted will be used to produce analysis to assess the overall performance of the security tablet devices and identify where improvements to the process need to be made.

**What happens when my information is no longer required?**

We will retain the survey feedback for as long as necessary to fulfil the purposes for which we collected it. The survey responses will be disposed of after 24 months.

**Additional rights**

Under the GDPR, you have a number of rights in relation to your personal information. You have the right to:

- request access to your personal information.
- request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay.
- request erasure of your personal information when certain conditions apply.
- restrict processing under certain circumstances.
- object to processing.
- data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information.

There may be occasions when HIAL is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why HIAL is unable to comply with the request and any options available.

For more information on how to exercise any of these rights, please contact the Data Protection Officer at [dpo@hial.co.uk](mailto:dpo@hial.co.uk).

You can find independent advice about personal data rights provided by the [Information Commissioner's Office](#)

**Complaints**

Should you be unhappy with the way in which HIAL have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>